



Parks and Recreation Department

Picnic Shelter Rental Guide



CONTACT INFORMATION

**Shelter Scheduling Office:
Phone Number: (425) 837-3300**

**Parks & Recreation Department
Issaquah Community Center
301 Rainier Blvd S
Issaquah, WA 98027**

Website: www.issaquahwa.gov/picnicshelters

Issaquah Parks and Recreation Department invites you to celebrate your next family, or small group gathering at one of our beautiful park's picnic shelter. Choose from two of our outdoor gathering sites. This rental guide provides the essential information needed to make a park reservation: important contact information, the reservation process, picnic shelter use rules and regulations, renter's rights and privileges, and shelter use fees. To make a picnic or group gathering reservation at one of our beautiful Issaquah parks, please review the following information.



CENTRAL PARK – 1907 PARK DRIVE NE



TIBBETTS VALLEY PARK- 965 12th AVENUE NW

SHELTER USE RENTAL FEE

Picnic Shelter	Capacity	Size	Seating Tables Inside	Weekday (Mon – Thurs)	Weekend (Fri – Sun; Holidays)
Central Park 1907 Park Dr NE	Up to *50 people	40' X 40'	3	\$ 80 / half day \$130 / full day	\$105 / half day \$160 / full day
Tibbett Valley Park 965 12 th Ave NW	Up to *50 people	34' X 34'	4	\$ 80 / half day \$130 / full day	\$105 / half day \$160 full day

***Additional permits are required for rentals over 50 people**

WHEN TO RESERVE

Requests are taken in the order received. We begin taking reservations on February 25th and process them on a first come first serve basis. The season begins May 1st and runs through September 15th (**season to be determined on a yearly basis by Parks and Recreation Department depending on weather, demand and maintenance needs*).

RENTAL HOURS AVAILABILITY

You can check shelter availability by phone or in person.

- Phone: 425-837-3303
- In person: Issaquah Community Center
301 Rainier Blvd S
Issaquah, WA 98027

RENTAL TIME OPTIONS

The shelters may be rented beginning May 1st through September 15th **(see WHEN TO RESERVE, above)*.

- AM Half Day: 8:00am – 2:00pm
- PM Half Day: 3:00pm – Dusk
- Full Day: 8:00am – Dusk

No late departures or early arrivals. Please note all set up and cleanup needs to be done within scheduled hours.

WHAT TO SUBMIT TO MAKE A RESERVATION

- Completed Picnic Shelter Rental Form with signature must be submitted to the Issaquah Parks & Recreation Department.
- Staff will check availability of reservation request.
- Payment – Payment is required at the time of booking in order to reserve the Shelter.

HOW TO SUBMIT

- Email: tamarras@issaquahwa.gov
- Fax: 425-837-3309
- Mail: Issaquah Community Center
P.O. Box 1307
Issaquah, WA 98027
- Drop Off: Issaquah Community Center
301 Rainier Blvd S
Issaquah, WA 98027

CONFIRMING THE RESERVATION

Once forms and fees are processed, a rental permit will be e-mailed to the address provided, which will also show payment received.

RESCHEDULING POLICY

Once a reservation is processed and confirmed, changes to another date, time or shelter within the same seasonal year will be granted only **once** at no cost on a space available basis. At least five (5)

business days notice is required in order to be considered a reschedule. A new rental permit will be issued.

PICNIC PERMIT & RESERVATION SIGNS

After we receive your payment, we'll e-mail you the Picnic Permit with all necessary documents.

- It is your responsibility to make sure that you receive a copy of the permit before the event date, and to bring the permit to the site on the day of your picnic.
- Your permit is required to enforce the reservation.
- **Your permit documents will include a reservation sign. Please post this at the time of your rental.**
- It is your responsibility to read, agree and abide to the terms and conditions of the permit.

CANCELLATION/CHANGE/REFUND POLICY

- User groups must notify the Issaquah Parks and Recreation Department fourteen (14) days prior to the scheduled rental date if they desire to cancel and receive a refund, less an administrative fee of \$10.
- Cancellations made 0 – 13 days prior to the event will result in no refund of the rental fees.
- Cancellation due to rain does not warrant a refund.
- If the Issaquah Parks and Recreation Department cancels use, user groups will either be refunded or not billed, whichever applies.

RIGHTS AND PRIVILEGES

- Please bring a copy of your rental permit to the park.
- Groups with rental permits have the right to enjoy their picnic site for the time indicated on the permit and reservation sign.
- Individuals or groups without a permit must relinquish the area when proof of a valid confirmation is presented. If no permit or reservation sign for a picnic site is presented, the facilities are available on a first-come, first-serve basis.
- Approved use is for the picnic shelter only. **The entire park will not be closed to a private group or function without approval of the Issaquah Parks & Recreation Department.**

QUESTIONS?

Follow this easy link for a list of the most frequently asked questions concerning picnic shelter rentals: [Picnic Shelter Rental FAQ's](#)

RENTER'S RESPONSIBILITY

The applicant needs to be in attendance at the event during the time specified on the rental confirmation and have a copy of the confirmation in their possession. Without the confirmation, your reservation cannot be guaranteed. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Maintenance of the premises during the scheduled use.
- Cleaning of refuse and debris and disposing in dumpsters.
- Security to maintain order.

TENTS & PORTABLE CANOPIES

Only one portable freestanding canopy (without walls) measuring no more than 100 square feet (10' X 10') in size is allowed. Larger tents are not allowed without a Parks Department prior approval. Stakes or in-ground anchors are not allowed.

FAIR PLAY ACT

The City of Issaquah complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Ross Hoover at the City of Issaquah, P.O. Box 1307, Issaquah, WA 98027 or rossh@issaquahwa.gov or 425-837-3346.

SPECIAL USES

The following special uses require prior approval:

- Large Events (**over 50 people**)
- Catering
- Inflatables, amusement devices, rides.
- Sound systems
- Activities other than the intended use of the facility.
- Animals

PARKS FACILITIES RULES

Persons using the picnic shelter at any City park will be held responsible for observing City of Issaquah rules and regulations (as outlined in the Park Rental Guide) in order to ensure that City parks and recreation facilities may be used and enjoyed by the greatest number of people. Please share relevant

park information with your guests prior to the scheduled use.

The following activities are **prohibited** at city parks, including all picnic areas:

- Alcoholic beverages or controlled substances of any kind.
- Leashed pets are allowed on sidewalks and walkways only. Dogs are not allowed in City parks where posted (guide dogs are exempted).
- Motorized vehicles on turf, grass or in unauthorized areas.
- Removal, destruction, or defacing of any City property or vegetation.
- Fireworks of any kind.
- The granting of this rental does not give the applicant authority to conduct a for-profit business, sell souvenirs, food or drink upon City property.

MORE TO CONSIDER

Sound Systems: Renter is responsible for monitoring volume of sound system so as to be audible no greater than 50 feet from the source. (IMC 9.22.010)

Picnic Tables: The picnic shelter has tables available for your exclusive use.

Parking: Parking at most parks is limited and only available on a first-come, first-served basis. All groups are advised and encouraged to carpool or provide a shuttle service from the nearest Park and Ride. An alternative parking plan may be requested by the Parks Department depending on the size, location, and nature of your event.

Barbecues/Grills: Issaquah parks do **not** have barbecue grills available. You are welcome to bring self-contained barbecue grills into the parks. It is strongly recommended to bring gas grills rather than charcoal. Barbecues cannot be placed directly on the grass causing searing of the grassy areas. You are responsible for SAFE removal of the coals and grease. **Do not dump coals or grease in the parks or in park garbage cans.**

FIELD SCHEDULING

Events requiring use of a City of Issaquah sports field will need to submit a completed "Athletic Field Rental Request" form (accessed at www.issaquahwa.gov/athleticfields) in conjunction with the completed "Picnic Shelter Rental" form.